

United States Government

Department of Energy  
Oak Ridge Operations Office

# memorandum

DATE: June 12, 2003

REPLY TO

ATTN OF: AD-442:Kent

SUBJECT: **MIDYEAR PERFORMANCE PROGRESS REVIEW SCHEDULE**

TO: All ORO Employees

The 2003 performance rating cycle for the following groups of employees will end on the dates specified below. Employees are to receive a progress review at approximately the midpoint of the rating cycle each year. If one has not already been completed, a progress review should be conducted for each employee included in one of the groups listed below not later than **July 25, 2003**. Employees should receive a progress review regardless of the length of time they have been in the organization or the date of their performance appraisal plan.

All Non-Supervisory, Non-Managerial Employees

December 31, 2003

All Supervisory and Managerial Employees

including those in EJ/EK excepted service

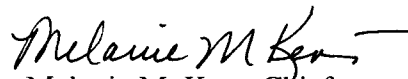
September 30, 2003

**Subjects to be Discussed.** Rating officials are to discuss the appropriateness of the elements and standards, make any changes warranted in individual appraisal plans, inform each employee of performance expectations, and provide a general performance assessment. (This in itself is not a rating.) Supervisors should also clarify roles and responsibilities to ensure that all employees understand their role in achieving the Department of Energy mission. If any improvements are needed in order for the employee to meet performance expectations, these should be identified. A formal opportunity period and a performance improvement plan (PIP) must be established if an employee's performance is determined to be deficient to the extent that it consistently fails to meet expectations. Supervisors who have identified a need to establish a PIP are encouraged to consult their Human Resources Specialist for additional information and to assure compliance with the collective bargaining agreement as applicable.

**Documentation.** Supervisors and employees should document the progress review on one of the attached forms. Progress reviews for non-supervisory, non-managerial employees should be documented on Form F 330.1Y, "Certifications" under Section B, "Certification of Progress Reviews." Progress reviews for supervisory and managerial employees, including those in the EK or EJ excepted service, should be completed using the US DOE Managerial/Supervisory Performance Appraisal Form – Progress Review. Each employee should receive a copy of his/her progress review documentation. The original certification should be submitted to the

Personnel and Management Analysis Branch not later than July 31, 2003, for inclusion in the employee's official performance file.

Questions should be directed to your Human Resources Specialist.

A handwritten signature in black ink, reading "Melanie M. Kent" with a stylized flourish at the end.

Melanie M. Kent, Chief  
Personnel and Management  
Analysis Branch

Attachments

**F 330.1Y, CERTIFICATIONS**

**Part A - Certification of Discussion and Issuance of Performance Appraisal Plan and Recertification**

I have received a copy of my performance appraisal plan for this rating cycle and have been given an opportunity to discuss it with the Rating Official.

Typed or Printed Name of Employee	Signature of Employee	Date	Initials for Recertification	Date of Recertification
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Typed or Printed Name of Rating Official	Signature of Rating Official	Date	Initials for Recertification	Date of Recertification
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Typed or Printed Name of Reviewing Official	Signature of Reviewing Official	Date	Initials for Recertification	Date of Recertification
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**Part B - Certification of Progress Review**

Performance and progress to date have been discussed with the undersigned employee.

Typed or Printed Name of Employee	Signature of Employee	Date
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Typed or Printed Name of Rating Official	Signature of Rating Official	Date
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**Part C - Certification of Receipt of Performance Rating**

I have received my performance rating for this rating cycle and have been given an opportunity to discuss it with the Rating Official.

Typed or Printed Name of Employee	Signature of Employee	Date
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Typed or Printed Name of Rating Official	Signature of Rating Official	Date
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Typed or Printed Name of Reviewing Official	Signature of Reviewing Official	Date
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**Part D - Certification of Ratings Generated Through Matrix Management Reviews**

I agree to provide the performance rating(s) for the following elements \_\_\_\_\_

Typed or Printed Name of Rating Official	Organization	Signature of Rating Official	Date
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I have provided the performance rating(s) for the following elements \_\_\_\_\_

Typed or Printed Name of Rating Official	Organization	Signature of Rating Official	Date
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**Part E - Certification of Delayed Rating**

The employee's performance under Element(s) \_\_\_\_\_ demonstrates inconsistent deficiencies which preclude a rating of "Meets Expectations or "Unacceptable." Therefore, the employee's rating under this plan will be delayed, and a performance improvement plan (PIP) will be established. The employee's performance will be assessed upon completion of the opportunity period established in the PIP.

Typed or Printed Name of Employee	Signature of Employee	Date
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Typed or Printed Name of Rating Official	Signature of Rating Official	Date
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**Progress Review**                      **Name:** \_\_\_\_\_ **Rating Period:** \_\_\_\_\_

**Instructions:** Discuss and document progress achieved to-date by the employee in terms of the expected outcomes specified under the performance standards for each sub-element. Documentation and discussion should also address the need for any performance improvements specified below. Changes in priorities or workload, the availability of resources and other factors affecting the employee's ability to meet performance expectations should be considered and appropriate adjustments to the employee's performance plan should be made. (Additional comments may be placed on a separate page.)

Critical Element I	Comments/Progress
Program Accomplishment Sub-Elements	
1.	
2.	
3.	
4.	
5.	
Critical Element II	Comments/Progress
Managerial/Supervisory Attributes	
1. Subject Matter Expertise	
2. Customer Service and Communications	
3. Resources Management Skills	
4. Team Building	
5. Diversity	

\_\_\_\_\_  
Rating Official's Signature                      Employee's Signature                      DATE